

## **TEACHING LOAD AND RELEASED TIME POLICY**

The released time policy shall apply to sponsored and non-sponsored research. In addition, intramural and extramural funded projects shall be covered by the released time policy. The granting of released time from instructional duties will be based upon a percentage of the maximum credit hour load which is twelve. Therefore, the load base of twelve to fifteen will be used to calculate released time for faculty persons. The recommended maximum load is as follows:

1. For faculty at the instructor level, 12-15 hours.
2. For undergraduate faculty at professorial rank, 12-15 hours.
3. For faculty teaching a combination of graduate and undergraduate courses, 12-15 hours.
4. For faculty teaching graduate courses only, 9 hours, with the expectation that part of the load will include supervision of graduate student research.
5. For the department chair who teaches a graduate course, 3 hours, with the expectation that the remaining hours will be devoted to research, service and administration. However, a department chair without graduate teaching responsibilities should teach six hours per semester.
6. Professorial faculty who teach only in undergraduate programs may receive released time for research or to direct major activities and laboratory/practicum experiences upon request and approval by the department chair.

The rationale for differentiated teaching loads by rank is based upon the research expectations of the faculty persons. On the instructor level, one is not expected to conduct research on a regular basis given the instructional requirements. However, one is encouraged to conduct research if he or she expects to be promoted. The granting of released time on the instructor level shall be determined by the department chair on a case by case situation.

The research expectation between professorial ranks is based upon the level of productivity between the different ranks. That is a full professor is expected to be more productive than as assistant or associate professor. However, the development of well crafted research projects will enable assistant and associate professors to attain the rank of full professor over time. The rank of full professor is the highest rank that the University can bestow up a faculty person and one can only receive that honor through quality scholarly activity.

Scholarly activity includes research, the supervision of students in departmental productions and/or laboratory/practicum experiences; the planning and implementation of major conferences, festivals, exhibitions, and/or concerts (Departmental, School or University sponsored); the direction of dramatic and forensic activities (including the historical and

literary research); the design and technical direction for dramatic activities; and faculty performance.

It is clearly understood that the implementation rests with the appropriate faculty committees, department chairs and deans. One would expect that every consideration would be given in the rewarding of released time. Within the scope of this policy it is possible for a person to receive 100 percent released time. The final determination of release time should be made by the recommending units and the appropriate supervisors.

The *Faculty Handbook* reflects the above items with respect to faculty load.

When external funds are provided for released time, monies should be utilized for appropriate faculty replacement.

Released time for internally supported or sponsored research and scholarly activity should be granted by the chair in the best interest of the department's faculty and activities, and such recommendations be filed concurrently with the School Dean.

#### Faculty Load: Theses and Dissertations

In addition, faculty engaged in directing these and dissertations, and who also have a combined undergraduate//graduate load of nine hours (9 hours), the following guidelines should be employed:

1. Major adviser for three master's theses is equivalent to one three-hour course; and
2. Major adviser for two doctoral dissertations is equivalent to one three-hour course.

3. It is expected that no faculty would supervise more than three master's theses or two doctoral dissertations at one time. This situation should be monitored by the department chair.
4. A faculty member who serves on at least three theses and /or dissertation committees shall be given consideration by the department chair with endorsement of the Dean and Vice President for Academic Affairs. This consideration shall include: teaching load, departmental committee assignments and committee assignments outside the department.

Revised: 02/06/91